

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

LABORATORY SCIENTIST MANAGER

JOB DESCRIPTION

Employees in this job direct subordinate staff in a variety of tests, analyses, production, technical review, and research activities. The employee works within general methods and procedures, and exercises considerable independent judgment to select the proper course of action.

There are four classifications in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

Position Code Title – Laboratory Scientist Manager-1

Laboratory Scientist Manager 12

The employee functions as a first-line professional manager of a professional position in a standard work area or a first-line professional manager of nonprofessional positions in a standard work area.

Position Code Title – Laboratory Scientist Manager-2

Laboratory Scientist Manager 13

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a standard work area receiving executive direction.

Position Code Title – Laboratory Scientist Manager-3

Laboratory Scientist Manager 14

The employee functions as a first-line professional manager of professional positions in a complex work area, as a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

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Position Code Title – Laboratory Scientist Manager-4

Laboratory Scientist Manager 15

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Directs the bacteriological, serological, virological, parasitological, or mycological examinations and testing of a variety of samples, specimens, or products.

Directs and coordinates the production and testing of biological products.

Directs the performance of chemical and physical tests on a variety of samples to ensure conformance to standards and specifications.

Provides training for developing specialists and/or Laboratory Scientists in laboratory examinations, reporting, and testing procedures.

Develops training programs for all levels of police officers and lab scientists in evaluation, collection, and interpretation of physical evidence.

Testifies in court as an expert witness.

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Participates in examination and analysis of evidence in criminal cases.

Conducts microbiological testing and analysis of food, agricultural, or industrial products.

Directs microbiological, serological, hematological, or virological examinations and analyses to diagnose human disease.

Plans and coordinates research projects to develop more efficient laboratory procedures such as new analytical or production methods.

Assigns and directs the performance of the more demanding technological procedures.

Performs related work appropriate to the classification as assigned.

Serves as chief of a major section of a professional scientific laboratory program.

Serves as a unit supervisor, program coordinator, assistant director, or director of a forensic, environmental, biological, or microbiological laboratory.

Leads and coordinates crime scene teams in conjunction with members and representative of other law enforcement agencies.

Serves as a unit or section supervisor for technical or scientific support functions in a program division.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the 12-level and thorough knowledge is required at the 13-15 levels.

Knowledge of the principles of microbiology, including bacteriology, hematology, mycology, parasitology, serology, and virology.

Knowledge of general, qualitative, quantitative, organic, inorganic, physical, and physiological chemistry.

Knowledge of microbiologic, forensic, and environmental analysis techniques, terminology, equipment, and supplies.

Knowledge of the rules of evidence and other standards governing the use of evidence in the criminal justice system.

Knowledge of the court system, court procedures, and appropriate court decisions of the state and federal law.

Knowledge of statistical techniques used in the treatment of scientific data.

Knowledge of sources of literature in the field.

Knowledge of diagnostic problems involved in determining the cause and control of diseases.

Knowledge of the fundamentals of instrumentation.

Knowledge of departmental rules, regulations, and policies related to the work.

Knowledge of state and federal laws, regulations, standards, and advisory guidelines related to food processing, handling, storage, and sale.

Knowledge of the production, standardization, and use of antigens and immune sera.

Knowledge of the methods and practices of microbiologic analysis and testing of food and agricultural products.

Knowledge of foods, feeds, fertilizer, economic poisons, and agricultural products.

Knowledge of training and supervisory techniques.

Knowledge of equal employment opportunity and affirmative action practices and policies.

Knowledge of employee policies and procedures.

Knowledge of labor relations.

Ability to instruct, direct, and evaluate employees.

Ability to do laboratory procedures, tests, and analyses required in the work and to interpret results obtained.

Ability to adapt standard laboratory techniques and tests to meet the demands of specific problems.

Ability to conduct methodological research starting with the assignment of a project through the various steps including the reporting of results.

Ability to review, interpret, analyze, and draw conclusions from scientific data.

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Ability to make policy recommendations based on scientific data.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Ability to lead state police law enforcement personnel.

Working Conditions

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Some jobs require an employee to work in an environment that involves some risk of sustaining illness and injury from the use of chemicals, high pressure laboratory systems, biological materials and organisms, and high energy light sources and voltage.

Physical Requirements

None.

Education

Possession of a bachelor's degree in chemistry, biochemistry, forensic science, biology, microbiology, or a related pure or applied science.

Experience

Laboratory Scientist Manager 12

One year of experience equivalent in responsibility to a Laboratory Scientist P11 or Microbiologist P11.

Laboratory Scientist Manager 13

Two years of experience equivalent in responsibility to a Laboratory Scientist P11 or Microbiologist P11.

OR

One year of experience equivalent in responsibility to a Laboratory Scientist 12, Microbiologist 12, Laboratory Scientist Specialist 12, or Microbiology Specialist 12.

Laboratory Scientist Manager 14

Three years of experience equivalent in responsibility to a Laboratory Scientist P11 or Microbiologist P11.

OR

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Two years of experience equivalent in responsibility to a Laboratory Scientist 12 or Microbiologist 12.

OR

One year of experience equivalent in responsibility to a Laboratory Scientist Specialist 13, Microbiologist Specialist 13, or Laboratory Scientist Manager 13.

Laboratory Scientist Manager 15

Three years of experience equivalent in responsibility to a Laboratory Scientist 12 or Microbiologist 12.

OR

Two years of experience equivalent in responsibility to a Laboratory Scientist Specialist 13, Microbiologist Specialist 13, or Laboratory Scientist Manager 13.

OR

One year of experience equivalent in responsibility to a Laboratory Scientist Specialist 14, Microbiologist Specialist 14, or Laboratory Scientist Manager 14.

Special Requirements, Licenses, and Certifications

Certain positions may be assigned subclass codes and individuals appointed must possess the required specialized experience, training, or license.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

LABSCIMGR

Job Code Description

Laboratory Scientist Manager

Position Title

Laboratory Scientist Manager-1
Laboratory Scientist Manager-2
Laboratory Scientist Manager-3
Laboratory Scientist Manager-4

Position Code

LABSMGR1
LABSMGR2
LABSMGR3
LABSMGR4

Pay Schedule

NERE-106
NERE-107
NERE-108
NERE-109